ST WILFRID’S CATHOLIC PRIMARY SCHOOL

CHARGING POLICY

‘Aim High, Believe and Achieve

Approved by Governors: 13th October 2016
Reviewed: 13th October 2017
Policy on Charging and Remission for School Activities

(Education Act 1996, Sections 449 - 462)

**Purpose of the Policy**
The purpose of this policy is to provide clear information about charging and voluntary contributions for St Wilfrid’s Catholic Primary School.

**Voluntary Contributions**
In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free. It is, therefore, to ask for a compulsory charge for transport or admissions costs for swimming lessons or for visits and trips that take place during school hours. St Wilfrid’s Catholic Primary School follows the West Sussex County Council policy for charging for school activities that mirrors the information given in the Department for Education’s advice document published in November 2013 (https://www.education.gov.uk/aboutdfes/advice/f00213976/school-charging).

"No compulsory charge will be made for any activity which takes place during school hours. Any contribution is entirely voluntary and the pupils of parents who are unable or unwilling to contribute are not discriminated against. However, when there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the activity will be cancelled“.

**Communication with families**
All letters regarding contributions for school activities will make it clear that these are voluntary and that children of parents who do not contribute will not be treated differently. If any parents have any financial difficulty (no child will be prevented from taking part) they will
be invited to talk to the Headteacher who will come to an agreed arrangement.

**Residential Trips**
Special rules apply for residential activities.

a) **In School Hours**
If a residential activity takes place largely during school time (50% or more of the whole time spent on the activity occurs within school hours), it meets the requirements of the syllabus for a public examination or is to do with the national curriculum or religious education, no charge will be made either for the education or for the cost of travel. However, charges not exceeding the actual cost for the individual pupil will be made for board and lodging. Voluntary contributions (as above) will be requested.

b) **Outside School Hours**
An activity is deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of school hours. In this case, and for a residential trip, this will be considered as an ‘optional extra’ and therefore there will be a charge which includes an appropriate element for travel costs, board and lodging costs, materials and other equipment, non-teaching costs and teaching staff costs. This charge will not exceed the actual cost of the provision. Parents in receipt of the allowances identified above have the same entitlements.

Parents are given the option to pay in installments throughout the year.

c) **Children in receipt of Pupil Premium Funding or CLA**
will have their deposit paid using the funding.

**Swimming Lessons**
Parents are asked to fund swimming lessons and for the cost of the coach. Lessons are spread throughout the year to allow families the opportunity to pay in installments. However, this is a voluntary contribution and no child is excluded if they cannot make a contribution. Sports premium funding is used for additional top up swimming lessons for pupils in year 6.
Music Tuition
There will be no charge for musical tuition if the teaching is an essential part of either the National Curriculum. For other musical tuition, charges will be made for individuals or groups to play a musical instrument through external music tutors, the school are happy to provide the venue for lessons and allow them to take place during school hours.
No charge will be made in respect of a pupil who is looked after by the Local Authority (within the meaning of Section 22(1) of the Children Act 1989).

Monitoring and Review of Policy
The Governing Body will review this Policy every year and as necessary due to any changes in Government legislation.